

University Commons and Student Activities
Graduate Assistant
Assistant Manager, Conference Services

Primary areas of responsibility

1. Provide paraprofessional support to the Conference Services Manager.
2. Provide onsite supervision and customer service at facility rental events.
3. Assist with the development and promotion of Youth Camps.

Specific duties and responsibilities

1. Assist Manager of Conference Services with facility rental and youth camp operations as assigned.
2. Attend meetings with customers, negotiate contracts and costs, assist at events, provide supervision for some events.
3. Ensure that assigned tasks are accomplished in a timely and effective manner so as to achieve customer satisfaction.
4. Consult with appropriate staff to plan weekly work schedule.
5. Be aware and able to articulate the needs and requirements of customers.
6. Assist with evaluations and research as appropriate.
7. Participate in appropriate professional development activities.
8. Prepare budgets and assist with account ledgers and invoices.
9. Participate in generalist activities and perform other duties as assigned.
10. This position may be required to drive state vehicles or rented vehicles in the course of departmental, divisional, or university business

Professional Proficiencies

1. Supervisory and management skills
2. Organization, writing and communication skills
3. Development, facilitation and evaluation of programs and services
4. Crisis management and problem-solving skills
5. Policy development
6. Marketing skills
7. Quality control
8. Computer experience
9. Process improvement
10. Collaborative work with a diverse constituency
11. Customer service
12. Resource management
13. Contractual services

Requirements:

Applicants should have as a minimum, a Bachelor's Degree with some background in student union/student activities and /or community service and be currently enrolled or be granted admission to an appropriate graduate program. Applicants should have effective written and verbal communication skills; sound organizational skills; the ability to multi-task; proficient computer skills; and the ability to work varied hours in response to changing program and activities schedules. The preferred candidate should desire a career in the student union/student activities field or some other student affairs profession or in special events and conference management.